

# LOCAL IMMIGRATION PARTNERSHIP OF STEELES/L'AMOREAUX NEIGHBOURHOOD

## TERMS OF REFERENCE

### 1. Background:

The Steeles/L'Amoreaux Local Immigration Partnership (LIP) is a Citizenship and Immigration Canada (CIC) funded program in partnership with Ontario Ministry of Citizenship and Immigration (MCI). The overall objective of the LIP initiative is to identify the groups that will coordinate and enhance local and regional service delivery to newcomers in Ontario while promoting innovative and efficient use of resources.

The Steeles/L'Amoreaux LIP is one of the 13 CIC funded LIPs that provides a collaborative framework for and facilitates the development and implementation of sustainable solutions for successful social and economic integration of immigrants of North Scarborough region.

### 2. Mandate:

The partnership council will be responsible for the complete oversight and guidance to develop a comprehensive local settlement strategy and implementation work plan.

#### Objectives:

Major objectives of the neighbourhood partnership are:

1. To improve access to and coordination of immigrant integration services
2. To improve labour market outcomes for immigrants
3. To strengthen local awareness and capacity to successfully integrate immigrants

The objectives will be achieved by the Council with the commitment to the following:

- Active participation and undertaking the proceedings in a participatory manner
- A comprehensive and strategic approach to the integration of new immigrants that leads to the development of local settlement strategy and implementation work plan.
- Support project management team to expand the membership to include the agencies which facilitate the services demanded by the clients
- Innovative solutions for cost effective strategies and willingness to outreach the areas which need the services of different agencies

#### Deliverables:

The council will deliver the following for submission to CIC.

1. A **Local Settlement Strategy** that indicates:
  - Improvement in coordinated service provision, consultation and an effective system for information dissemination
  - Enhancement of gaining access to information and services in the locality
  - Improvement in access to local and regional employment services and labour market
  - Strengthening awareness of local services and resources and capacity to integrate new immigrants
  - Establishment and expansion of local and regional partnerships and effective service delivery in prioritized areas
2. An **Implementation Work Plan** that provides:
  - Key activities, role of different stakeholders, envisaged results, required resources, and timelines to implement the settlement strategy
  - Description of connectivity with the Phase 1 and sustainability beyond the project period.
  - Overall monitoring and evaluation strategy to enhance effective implementation of settlement strategy

**Timeline of Deliverables:**

- Strategic Planning and training and evaluation/ Partnership data collection - Jan /Feb 2010
- Partnership review and training day (STRATEGIC PLANNING) – Feb 2010
- Settlement Strategy and Planning Day - June 2010
- Planning for implementation and sustainability - September 2010
- First Draft of the Settlement Strategy – September 2010
- Final draft of the local settlement strategy – October 2010

**3. Structure and Functions of the Council:**

Project management and implementation structure is comprised of four functional bodies namely Partnership Council, Steering Committee, Teams (Clusters) and Project Management Team.

A wide range of stakeholders including the City of Toronto, community organizations, settlement agencies, language training providers, local associations and employers were invited to join and establish the Partnership Council. Special attention was given to ensure representation within the Council comprised of different service providers who serve various target groups which reflect an inclusive cross section of society. (E.g. Seniors, youths, women, children and internationally trained professionals)

Partner agencies met in December 2009 and it was decided to divide the council into four clusters based on their knowledge and expertise relating to a particular service area. Information gathered and shared at this level will enable the group to move forward in addressing the key outcomes noted in Phase 1 of the Steeles/L'Amoreaux Work plan. Due to the working nature of clusters, they are required to meet every month for the duration of the S/L'Am LIP Project.

Steeles/L'Amoreaux LIP Planning Session held in three sittings for the months of February, March and April 2010 where Council members decided to work in new three teams:

Team 1: Welcome and Access to Information

Team 2: Community Engagement in Settlement

Team 3: Making Services and Support more Effective

All the Council members regrouped themselves into these new groups to make recommendations for Steeles/L'Amoreaux LIP. Newly established teams will meet monthly to analyze and make recommendations for the focus areas of each team.

In order to facilitate regular decision making mechanisms in place, a Steering Committee will be established. The Steering Committee is comprised of the lead agency, project management and minimum of two members from each Team (Cluster).

**Partnership Council**

- Partnership Council includes representatives from all the partner agencies and is led by the lead agency (Agincourt Community Service Association).
- Members of the Council serve on a voluntary basis and without financial compensation.
- Government representatives (civil servants) and Project management team will also participate in the meetings, but they do not have voting power.
- The Council will consist of 25 to 30 members (it is an evolving figure) and the quorum will be 1/3 of the total membership
- Council meetings will be chaired by the lead agency. In the absence of lead agency, a temporary chair will be elected for the particular meeting.
- Council members will meet on a quarterly basis or as deemed necessary to review and to conduct other activities within its Terms of Reference. In between two meetings, communication with the Council members will be made through email and other modes of communication to share information and obtain feedback.

- Discussions will be facilitated by lead agency / project management team and decisions will be taken with the consensus of all the members. In the event that consensus is not achieved, Council decisions shall be made by a majority vote.

#### **List of Partner Agencies of Steeles/L'Amoreaux LIP**

1. Acces Employment
2. Agincourt Community Services Association (ACSA)
3. Action for Neighbourhood Change (ANC) – Steeles/L'Amoreaux
4. The Arab Community Centre of Toronto
5. Afghan Association of Ontario
6. Canadian National Institute for the Blind (CNIB)
7. Carefirst Seniors and Community Services Association
8. Catholic Cross Cultural Services
9. Canadian Tamil Youth Development
10. Centre for Information and Community Services (CICS)
11. Chester Le Community Corner
12. City of Toronto - Social Development, Finance & Administration
13. Hong Fook Mental Health Association
14. Mennonite New Life Centre of Toronto
15. Operation Springboard
16. Scarborough Housing Help Centre
17. Scarborough Support Services for the Elderly
18. South Asian Family Support Services
19. The Canadian Centre for Victims of Torture
20. The Tamil Eelam Society of Canada (TESOC)
21. Toronto Catholic District School Board - Continuing Education Department
22. Toronto District School Board
23. Scarborough North Employment & Social Services
24. Toronto Community Housing
25. Toronto Public Health
26. Toronto Public Library
27. Tropicana
28. West Hill Community Services - Scarborough West Community Health
29. West Scarborough Neighbourhood Community Centre
30. Young Men Christian Association (YMCA) (Scarborough) Newcomer Centre, Milner
31. Youthlink

#### **Steering Committee**

- Chair of each Team (Cluster) and/ or one other member, lead agency and project management team will participate in this Steering Committee.
- Steering Committee will hold minimum of five meetings during Phase 1.
- Steering Committee will reserve the rights to review a decision taken by the Partnership Council if the decision taken by the council is in contradiction to the program policies and procedures.
- When a decision is to be taken in between two Partnership Council meetings, Steering Committee shall make a decision on behalf of the Partnership Council after addressing the issues to the partner agencies and obtaining feedback from them.

#### **Teams (Clusters)**

- Teams (Clusters) will be established with the guidance of the Partnership Council, comprised of council members or agency representatives with the knowledge relating to a particular service area.

- One agency shall participate in more than one Team (Cluster). However, one agency should not chair more than one Team (Cluster) at a given time.
- Current three Teams and Four previously formed Clusters established:

Teams	Clusters
1. Welcome and Access to Information	1. Education, Training & Employment
2. Community Engagement in Settlement	2. Inclusion & Engagement
3. Making Services and Support more Effective	3. Settlement
	4. Health & Wellness

- One Team (Cluster) will consist of 5 – 15 members and the chairperson will be selected by consensus.
- Teams (Clusters) will meet monthly and additional meetings shall be called as required
- Decisions will be taken with the consensus of all the Team (Cluster) members and will be submitted to Council. Partnership Council will implement the decisions through the Project Management team.

#### **Project Management Team**

- Project Management Team (PMT) is comprised of Lead agency (ACSA), Project Manager, Administrative Staff, Community Engagement Worker and a group of animators.
- PMT is responsible for financial accountability, achieving envisaged results and maintaining transparency during the project period
- PMT will be responsible for coordinating and conducting field research and submitting them to the Partnership Council and Clusters to facilitate decision making process.
- PMT will disseminate the information on project process, outputs and outcomes with donor and Partnership Council through monthly reports and presentations
- PMT will directly report to the Lead agency and Partnership Council as specified in the job description of the paid staff members.
- Any additional tasks assigned to the PMT are subjected to Lead agency's approval
- The Lead agency will guide and approve administrative related tasks of the PMT.

#### **4. General**

- Administrative Staff will function as the secretary in the Council & Team (Cluster) meetings and be responsible for organizing the meetings, preparing minutes and sharing the meeting minutes with partners.
- If a partner agency is unable to attend a meeting, they may share views through email. However, agencies who participated in the meeting only will be allowed to vote for decision making.
- Council members will leave the Council; (1) by giving a written notice, (2) by being declared to be removed after failed to attend three meetings, or (3) by being declared to be removed by vote of Council for non-compliance with the Terms of Reference.
- LIP program will allow more than one person from an agency to participate in the council meetings considering area of expertise. However, only one representative from an agency shall vote during the decision making process.
- Partner agencies may volunteer to work with consultants to plan and organize community consultations, workshops and other Council activities.

#### **5. Project Evaluation**

Steeles/L'Amoreaux LIP Partnership Council will develop and implement process evaluation and outcome evaluation related to project objectives. The process evaluation related to measurable outputs/ activities of the initiative will be carried out by PMT. Consultant will develop a logic model for the Steeles/L'Amoreaux LIP initiative and outcome evaluation work plan. An online survey will be conducted with the partnering agencies and cluster members.

#### **6. Conflict of Interest guidelines:**

All the members are required to comply with the following guidelines during the process of assessment and/ or decision making:

- Council members will act in a manner so cautious that the council's recommendations will withstand the closest public scrutiny.
- Members should declare the conflict of interest if the outcome of the decision and/or assessment is directly or indirectly benefiting their organization. If a proposal pertaining to the member's agency is assessed, the member should refrain from attending the meeting.
- Members should disclose any areas of conflict or political interest, prior to becoming council members and should continue to disclose any potential areas of conflict that may arise later.
- Members remove themselves from any assessment where a member of a family or close contact may benefit from.
- When a potential conflict does arise, the member shall immediately advise the council of the conflict and excuse himself / herself from the council while the matter that gave rise to the conflict is under consideration.

## **7. Guiding Values and Ethics:**

Steeles/L'Amoreaux LIP Partnership Council agree on the following Project Values and Ethics as a foundational tool to inform and guide their work:

- The Council recognizes the unique worth, dignity and assets of each member of the Steeles/L'Amoreaux community
- The Council seeks to encourage the contributions that newcomers, immigrants and refugees can make to the development of a comprehensive settlement service system in Steeles/L'Amoreaux
- The Council values the diversity of communities, organizations and agencies in Steeles/L'Amoreaux, and seeks to engage diverse groups in its work at all stages
- The Council members strive to build on existing and new collaborations in their work
- The Council strives to create accessible and relevant project outcomes for newcomer residents in the Steeles/L'Amoreaux area
- The Council adopts anti-racism, anti-oppression, gender equity and cultural diversity principles in its work and in its approach to LIP
- Council members agree to be honest and transparent in their participation.